

INTERIM ASSIGNMENT BRANCH (IAB)
BUDGET ESTIMATES FOR FISCAL YEAR 1955

1. Statement of purpose and function

a. Purpose

The Interim Assignment Branch, formerly the Clerical Placement and Pool Administration Section (Personnel Pool), was established by CIA [REDACTED] dated 5 July 1952. It has as its objective the improvement of the selection and placement of better qualified clerical personnel. It is operated by the Personnel Office for the purpose of (1) maintaining a constant reserve of clerical personnel for assignment as regular turnover replacements, and (2) to supply expanding staff requirements. The IAB also serves as the medium through which the Agency holds clerks, typists, stenographers and secretaries during the period of security processing and subsequently until they are considered qualified for their specific assignments.

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b. Function

The function of the IAB in coordination with the Testing and Evaluation Division and the Office of Training consists of testing; training clerical, typing and stenographic employees who do not meet minimum standards of proficiency for the position for which recruited, or who will benefit by additional training in already acquired skills. When not participating in the training program, these employees are engaged in unclassified work projects received from various offices of the Agency and other Government offices.

c. Normal composition and strength of the IAB

From 1 July 1952 to 30 June 1953 approximately [REDACTED] new employees were processed through the IAB. This group consisted mainly of grades GS-2 through GS-7, representing various classifications, including clerks, typists, stenographers, secretaries, skilled and trade personnel and a small number of technical and professional personnel.

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3. Statement of accomplishments

a. Projects

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Two hundred and thirteen (213) projects from various offices within the Agency and twenty-five projects of [REDACTED], or a total of two hundred and thirty-eight (238) projects, were worked on by the personnel of the Branch for the period of 1 July 1952 to 30 June 1953. The majority of projects are accepted and completed without any changes. However, a portion of them, both clerical and typing, are continuous, with additional work on the same projects being received daily, weekly or at periodic intervals. The IAB accepts unclassified work projects through "restricted" from operating offices providing no deadline commitments are involved. Because of the constant turnover of personnel to the operating offices and the need for permanent trained room monitors, the IAB can only accept projects commensurate with its capacity to complete projects in a reasonable length of time without backlogging to the detriment of the operating offices. Attached is a list of projects worked on during the fiscal year.

A summary statement showing total man hours support rendered to offices during the period under review follows:

	OFFICE	NO. OF PROJECTS	TYPING	CLERICAL	OTHER	TOTAL
	OOD	88	22,000	38,000	100	60,100
	I&S	6	6,200			6,200
	GSO	1		4,200		4,200
	PERS	12	4,800	900		5,700
	P&SO	3	100	3,500		3,600
	ORR	31	3,200	700		3,900
	OSO	2	2,600			2,600
	[REDACTED]	2	2,100			2,100
STATSPEC	OSI	14	1,900			1,900
	IAB	5	1,500			1,500
	State/BI	25	1,300	100		1,400
	FDD	18	1,100			1,100
25X1A	[REDACTED]	1	100	600		700
	EE	2	300			300
	FE	2	200			200
	OIS	2	600			600
	COMMO	1	100			100
	OTR	1	100			100
	OOC	1	100	300		400
	Other	21	1,600			1,600
	Total	238	49,900	48,300	100	98,300

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b. Details

Details of personnel from the IAB to various offices throughout the Agency and to other Agencies of the Government in the past Fiscal Year have been negligible. From July to September 1952 only one stenographer-typist was on detail to the office of Selective Service. There were no other personnel assigned to details until 28 May 1953. At the request of ORR, two provisionally typists were assigned to an urgent [REDACTED] translation project at the [REDACTED] Building. It is expected that this project will last several months. In comparison to the previous fiscal year ending June 1952, 1200 man days were expended by personnel assigned to outside details. With the establishment and priority of the training program, including clerical orientation, the majority of new employees reporting with full clearance, for better morale, and administrative difficulties, outside details were necessarily discontinued.

4. Other major activities

a. Training

All new clerical personnel entering on duty in the IAB who do not meet the standards of proficiency for the grades for which they are recruited and those whose potentialities assure that acceptable standards of proficiency will be reached through the training are assigned to the Clerical Induction Training Branch by the IAB. The training program, conducted by the Office of Training, is coordinated with the IAB and the Testing and Evaluations Division (TED). Daily lists of individuals who require testing are submitted by the IAB to TED. Following receipt of Report of Qualification on each individual from TED, it is carefully reviewed in the IAB to determine training needs. Each individual is interviewed personally and class assignments are made and discussed with him. The following courses are offered in the Office of Training: Typing I and II, transcription, English usage, A & B; Word usage; Geography; telephones; and filing. Fully cleared employees remain in classes a minimum of one week. Provisionally cleared employees remain in classes for a period of "one week extended" training (2 weeks), and longer if there is a failure in meeting the standards of 40 wpm in typing or 80 wpm in shorthand. Included in the training program, is the Clerical Orientation at Alcott Hall. All clerks attend two days of orientation, and all secretaries, stenographers and typists attend three days. During the Fiscal Year 1952-53, an individual could be released before completion of training upon receipt in the IAB of a signed waiver from the office of ultimate assignment. Effective 8 July 1953, however, according to [REDACTED] of OTR, waivers have been abolished and all clerical personnel must attend Clerical Orientation before being released for assignment. The total man hours spent in training classes by employees assigned to the IAB during Fiscal 1952-53 was 35,451 for [REDACTED] individuals.

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b. Orientation

A restricted overt condensed orientation lecture prepared by the Inspection and Security Office is given to all new employees immediately upon reporting to the IAB. The purpose is to acquaint them with the various problems which may arise as a result of employment with the Agency, and that they will be given a more detailed security briefing by the Inspection and Security Office at a later date. Security measures are stressed. Included is an introduction of the IAB staff members, the purpose of the IAB, explanation of the activities of the IAB and the training program, an outline of what the employee may expect during his stay in the IAB and what will be expected of him, the CIA as a component of the National Security Program, as well as a general question and answer period.

5. Planned future activities

a. Current plans

b. Present staff

The present staff consists of four members (1 provisionally cleared): 1 Acting Branch Chief, GS-9; 1 Administrative Assistant, GS-7; 1 Clerk-Typist, GS-5; 1 Clerk, GS-5, (Project Supervisor (PC) in a GS-6 slot). This is an absolute minimum staff for this branch. In order to maintain good business standards and to keep the branch operating as efficiently as possible with a small staff, the Administrative Assistant works 8-3/4 hours and the Acting Branch Chief 8-1/2 hours daily.

c. Proposed staff

Experiences in the past have indicated an urgent need for a larger staff for the effective functioning of this operation. It is recommended that consideration be given to the addition of 3-4 permanent room monitors in the grades of GS-4-5. It is also hoped that due recognition will be given to the recommendation of promotions for the Acting Branch Chief and Administrative Assistant. The present staff is particularly inadequate when circumstances compel two members to be absent at the same time. On occasion when such unforeseen and uncontrollable circumstances occur operations are seriously impaired.

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